APPLICATIONS PROJECT LEADER

DISTINGUISHING FEATURES
The fundamental reason the Applications Project Leader position exists is complete systems analysis, design, and implementation of applications in support of City functions. This position is responsible for developing and updating project plans. Work is performed under general supervision of the Applications Development Director.

ESSENTIAL FUNCTIONS

Analyzes information and prepares documentation (Business Analysis) to demonstrate the current system, which may include procedural flow charts, data element matrices, forms flow diagrams and report distribution charts.

Develops alternatives to existing operation by identifying and documenting solutions to solve problems; obtains user decisions regarding solutions to pursue; reviews application requirements with users; produces data conversion plans and participates in walk-through of the systems design and procedures. May develop utilizing the latest development software tools.

Communicates with users in a one-to-one setting or group setting. Provides instructions, information and responds to questions. Learns job- related material primarily through oral instruction and observation in partnership with users.

Plans and documents utilizing development software, computer and related manual systems, output reports, data elements, prepares physical design of a system, data preparation instructions, organizes processing logic, the design of required forms and subsystems logic.

Records the study, analysis, schedule, cost estimates, new system and related information per standards; assists in the evaluation of application packages as required.

Demonstrates continuous effort to improve efficiency, streamline work processes, and work cooperatively and jointly with department personnel to accomplish objectives.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities
Knowledge of:

Management practices and procedures
Information Systems related terminology, practices and procedures
I.S. processes, regulations, codes, ordinances and terminology
Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.

Evaluate and resolve customer problems and issues.
Understanding of MS Windows, UNIX, and TCP/IP applications and the network environments.
Review procedures and problems and develop solutions and new systems
Listen and communicate effectively with a diverse group of people

Establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, and the general public
Operate a PC to compose reports and correspondence
Understand and interpret City ordinances, stipulations, codes, policies and procedures and understand the logic behind them
Communicate effectively with the public, staff and co-workers
Study problems and develop innovative solutions; prepare and present effective written and oral reports

Education & Experience
Any combination of a Bachelor's degree in Computer Science or a related field with a minimum of of two year's experience in systems analysis and design; or a minimum of six year's experience of systems analysis and design work. Knowledge of: business practices and procedures, computer equipment, open systems, networking and client server environments is required.

FLSA Status: Exempt   HR Ordinance Status: Unclassified